



HUMAN RESOURCES DEPARTMENT City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145
Fax (802) 864-1777
Vermont Relay: call 711
or 800-253-0191

To: City Council

From: Julie Hulburd, HR Generalist
Susan Leonard, Director of Human Resources

Date: January 2, 2014

Re: Re-categorization of one Limited Service Part-Time Criminal Justice Liaison and one Limited Service Victim Services Liaison to Regular Part Time

We respectfully bring forward and recommend the re-categorization of the Limited Service Part-Time Criminal Justice Liaison and the Limited Service Part-Time Victim Liaison Assistant each to Regular Part-Time positions. This request was reviewed and approved by the Board of Finance on December 16, 2013.

The Criminal Justice Liaison was created as a Limited Service position in 2011 as a Grade 15, non-union, part-time position. The incumbent in this position is currently paid at Step 3 of this grade. The Victim Liaison Assistant was also created as a Limited Service position in 2011 as a Grade 14, non-union, part-time position. The incumbent in this position is currently paid at Step 3 of this grade.

The Personnel Policy States Section 4.4 Limited Service Employee states that "A Limited Service Employee is an employee who is not a regular full or part-time employee, is employed in a classified or non-classified position which is scheduled to last at least twelve (12) months but not more than (3) years"

As Ms. Vastine and Mr. Owens state in their letter the Board, these positions were classified as Limited Service at their creation. At their inception this classification was appropriate given the funding source of the position and developing role of the Community Justice Center. A review of these positions, and the services offered to the CJC and City has been conducted and it has been determined that the services offered by these positions, are essential to the mission of the Community Justice Center and it's service to the City.

These positions are currently included in the FY14 budget for the CJC. Additionally these positions are entirely funded by the DOC Safer Communities Grant, which will cover the additional cost for retirement. Our understanding is that there will be no additional cost impact to the approved CEDO and CJC budgets.

As mentioned above, upon approval, the Criminal Justice Liaison position will become eligible for retirement, which is estimated at a 14.77% of base salary for each position. The Victim Liaison Assistant position will not be eligible for retirement because the position does not meet the hour's threshold for eligibility. Below are the salaries and anticipated retirement costs for these positions.

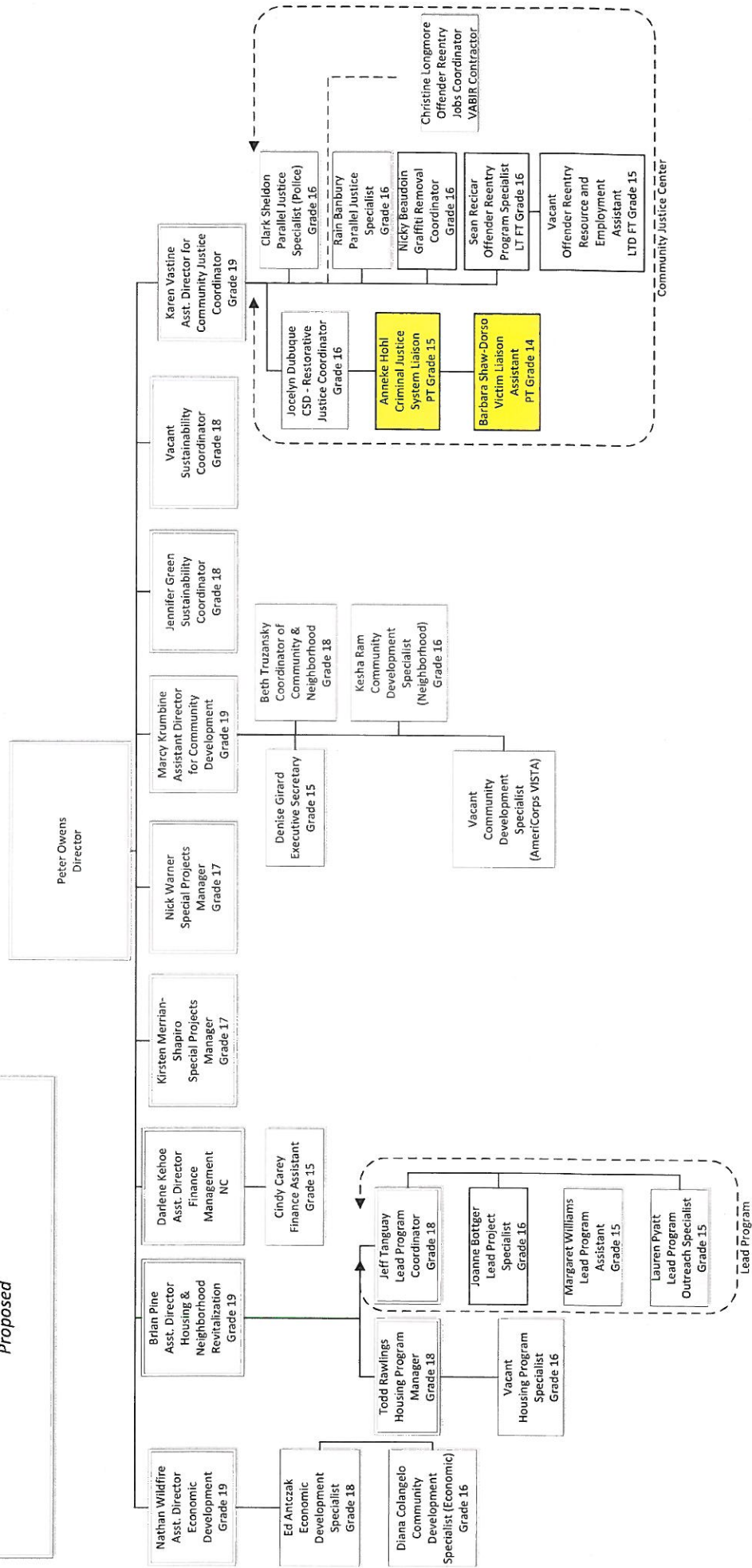
	Current Annual Salary	Salary January 1, to June 30 2014	FY14 Change to CJC Budget to include retirement cost (14.77% of salary)
Criminal Justice Liaison Grade 15, Step 3, non-union Part-time, 30 Hours/week	\$32,526	\$16,263	\$2402
Victim Liaison Assistant Grade 14, Step 3, non-union Part-time, 20 Hours	\$20,436		Not eligible
		Total Change to CJC Budget to include retirement costs	\$2402

At this time, there are no changes to the job description which would require a review or change in the grade for either position. Additionally, this change does not represent an increase to the departments head count or change in reporting structure.

Attached please find supporting documentation for the above requests including; current organizational chart, updated organizational chart, position job descriptions, the departments memo and comment on FY14 budget impact. If approved, the above changes will be effective following City Council approval and upon Mayoral signature of the resolution.

Thank you for your consideration.

City of Burlington
Community and Economic Development Office
December 2013
Proposed



City of Burlington Job Description

Position Title: Criminal Justice System Liaison
Department: CEDO – Community Justice Center

Reports to: Restorative Justice Coordinator

Pay Grade: 15

Job Code: 1182

Exempt/Non-exempt: Non-Exempt

Union: Part-Time Non-Union

General Purpose:

This position is responsible for supporting the City of Burlington's Community Justice Center and the Rapid Intervention and Community Court to assist with creating the infrastructure for the innovative restorative programming happening with each.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed with this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of this position.)

Innovative alternative to court program development:

- Analyze alternatives to court options. Develop or enhance existing alternatives in order to streamline services.
- Assist with managing grants associated with RICC and alternatives to court.
- Solicit, collect and check for accuracy in the information submitted to grant reports by community partners.
- Monitor billing by community partners.
- File quarterly reports with CJC coordinator and when appropriate directly to granting agency.
- Research and draft grant applications in cooperation with CJC coordinator to continue funding for program.
- Create and maintain Restorative Justice Alternative Processes.
- Design and implement restorative process that reflects the needs of the CJC's caseload and the risk and needs of individuals referred.
- Draft policies for client process practices and community partner agreements.

Program Administration:

- Develop restorative justice alternatives to court with community partners.

- Assist with case-load management including: contacting program participants and partner agencies regarding referrals, updating case notes and tracking restitution requests.
- Assist with cross-referring cases.
- Facilitate and monitor RICC referrals to the Community Justice Center (CJC)
- Identify and track referrals from CJC to RICC.
- Assist programs with outreach to police, processing of referrals and screening of cases.
- Administer criminogenic risk and need assessments.

Civil Tickets:

- Administer civil tickets for noise violations: conduct intakes with noise ticket recipients, schedule restorative noise sessions, track community services and maintain case information.
- Maintain civil ticketing, including noise tickets, records and report to the Burlington Police Department.
- In cooperation with Burlington Police Department personnel, support and/or conduct restorative noise sessions.
- Enhance and expand community service opportunities: consult current partners about successes and challenges of current referrals, outreach to new partners and develop opportunities for community service at the CJC and other City Departments.
- Act as an “Ambassador” for the City, carry out work and interact with co-workers and the public in respectful professional manner.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor’s degree and two years of experience, or four years of program management experience with a focus on restorative justice, community development, or related field.
- Experience with Criminal Justice System either Corrections, Court, law enforcement or all three.
- Demonstrated knowledge and familiarity of restorative practices.
- Ability to understand and demonstrate knowledge of community impact of crime and victim issues.
- Ability to deal effectively with a wide range of individuals and groups.
- Computer literacy necessary. Knowledge of ACCESS program, or similar data management software recommended.
- Some evening availability recommended.
- Ability to work in a team environment, while also working independently as necessary.
- Strong communication skills, especially a sensitivity to people with mental health and substance abuse issues.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input type="checkbox"/> ability to move distances	<input type="checkbox"/> lifting (specify)
<input type="checkbox"/> color perception	<input type="checkbox"/> within and between	<input type="checkbox"/> pounds
<input type="checkbox"/> (red, green, amber)	<input type="checkbox"/> warehouses/offices	<input type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	<input type="checkbox"/> pounds
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and	<input type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	<input type="checkbox"/> dismount forklift/truck	<input type="checkbox"/> the road)
<input checked="" type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	
<input type="checkbox"/> hand		
<input type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	<input checked="" type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision
<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	<input type="checkbox"/> making
<input checked="" type="checkbox"/> writing - complex		
<input type="checkbox"/> shift work	<input type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: 0 Staff members

Indirectly Supervises: As many as 6-8 volunteers

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees at this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____

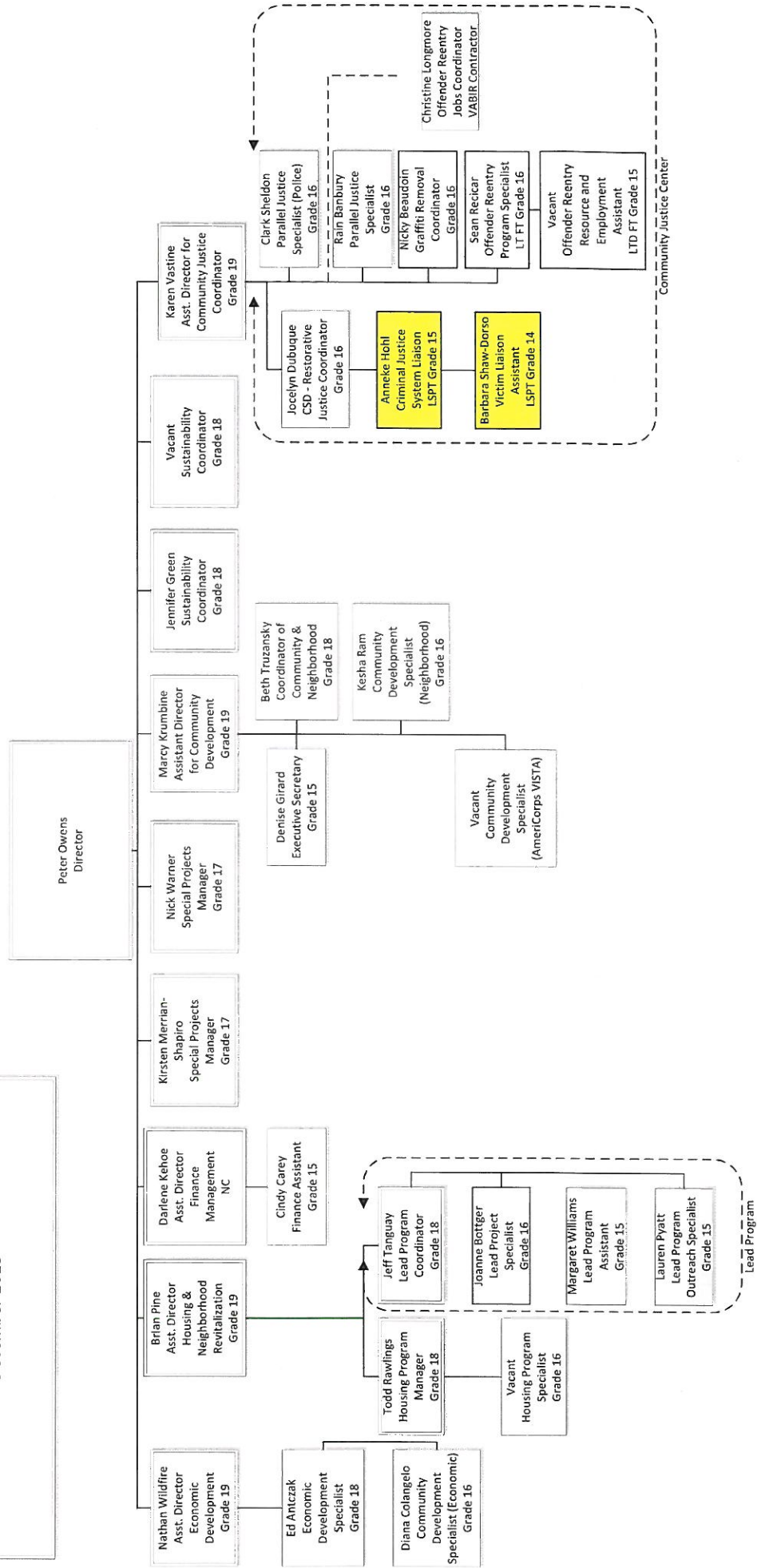
Date: _____

Human Resources: _____

Date: _____

(BOF approval: 08-01-2011, CC approval 09-12-2011)

Peter Owens
Director



City of Burlington Job Description

Position Title: Victim Liaison Assistant
Department: CEDO – Community Justice Center

Reports to: Restorative Justice Coordinator
Pay Grade: 14

Job Code: 1181

Exempt/Non-exempt: Non- Exempt

Union: Part-Time Non-Union

General Purpose:

This position is responsible assisting the Restorative Justice Coordinator by ensuring that victims whose offenders are referred to the restorative justice panels are both offered support and the opportunity to participate in the process.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed with this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment: state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of this position.)

- Establish working relationship with victims through letters, e-mail, or phone correspondence;
- Visit retailers in person to develop impact statements for business binder;
- Through out the 2 month (average) restorative justice process, follow up with victims by sending out relevant documents or projects to victims such as, apologies or other contractual amends;
- Recruit and train volunteer victim liaisons;
- Assign cases to volunteer Victim Liaisons;
- Serve as a victim liaison at restorative justice panel meetings when needed and represent the victims’ requests and/or their perspective while meeting with offenders to help them accept responsibility for their actions and repair the harm they have caused;
- Collect and evaluate feedback from victims served.
- Develop outreach materials for victims about the restorative justice process and other resources available to support them;
- Provide on-going trainings and support to volunteer victim liaisons in order to develop the skills necessary for supporting and educating the victims more fully;

- Present at public forums to educate about restorative justice paying particular attention to how the voice of the victim can and should be made stronger in our community;
- Communicate closely with the Restorative Justice Coordinator about cases and opportunities to enhance opportunities for victims' participation;
- With the CJC Coordinator, research grants and draft proposals to make the VL Program sustainable;
- Maintain records of services and delivers evaluations and service reports in a timely fashion.
- Prepare news releases, brochures, and other materials to promote the program.
- File quarterly reports with CJC coordinator and when appropriate directly to granting agency.
- Research grant opportunities in cooperation with CJC coordinator to continue funding for program.
- Perform administrative tasks such as database updates, supply ordering or general assistance to the Restorative Justice Program.
- Act as an "Ambassador" for the City, carry out work and interact with co-workers and the public in respectful professional manner.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's degree or four years of experience in social service, criminal justice, or victim advocacy fields.
- Preferred to have had experience with volunteerism (served as a volunteer, recruiting or managing volunteers, etc.)
- Believes in and values a restorative response to crime and conflict
- Is sensitive to community values regarding crime
- Is discreet and maintains confidentiality regarding people and situations
- Is non-judgmental and tolerant of diverse opinions and lifestyles
- Communicates skillfully on the phone, in person, and in writing
- Working knowledge of the criminal justice system.
- Strong group facilitation skills.
- High level of comfort working with offenders and community members.
- Knowledge of grant reporting and writing preferred.
- Demonstrated knowledge of and commitment to restorative practices.
- Ability to understand and demonstrate knowledge of community impact of crime and need for victim support.
- Ability to deal effectively with a wide range of individuals and groups.
- Early evening availability a must.
- Ability to work in a team environment, while also working independently as necessary.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input type="checkbox"/> ability to move distances	<input type="checkbox"/> lifting (specify)
<input type="checkbox"/> color perception	<input type="checkbox"/> within and between	<input type="checkbox"/> pounds
<input type="checkbox"/> (red, green, amber)	<input type="checkbox"/> warehouses/offices	<input type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	<input type="checkbox"/> pounds
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and	<input type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	<input type="checkbox"/> dismount forklift/truck	<input type="checkbox"/> the road)
<input type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	
<input type="checkbox"/> hand		
<input type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	<input checked="" type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision
<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	<input type="checkbox"/> making
<input checked="" type="checkbox"/> writing - complex		
<input type="checkbox"/> shift work	<input type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: 0 Staff members

Indirectly Supervises: 2-3 volunteers, 1 intern

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees at this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____

Date: _____

Human Resources: _____

Date: _____

(BOF approval: 08-01-2011, CC approval 09-12-2011)